**MARICOPA
ASSOCIATION of
GOVERNMENTS**

Regional
Video
conferencing
System
Connecting Communities

Turning on the VTEL Galaxy system

1. Locate the video telephone number to call to establish the videoconference.
2. Turn the VTEL Galaxy system on by pressing the on/off button (located inside the cabinet) Windows 98 and Galaxy Vtouch start up automatically.
3. Make sure the monitor(s) are on. Your room will be displayed on the monitor(s).
4. Place microphones on table, facing away from the monitors and at least two feet from each other.
5. Locate the wireless keyboard - VTEL Freeboard.
6. Position the camera to view the entire table.
7. If you have a document camera, ensure document camera is connected and turned on.
8. If you have a SmartBoard, ensure SmartBoard is connected and turned on.

√ *Please check to insure each step has been verified.*

Microphone Placement   _____

Audio Test   _____

Video Test   _____

Camera Position   _____

Picture In Picture On (single monitor)   _____

Document Camera On   _____

SmartBoard On   _____

Turning off the VTEL Galaxy system

1. If a videoconference call is in progress, hang up.
2. Using the wireless VTEL freeboard do a right mouse click to display the Galaxy menu. From the menu, choose EXIT Vtouch; this will close your Galaxy program. Next close all other open programs.
3. On the Windows 98 **Start** button, then select the **Shut Down** option. Turn off the system by pressing the on/off switch to **Off**.
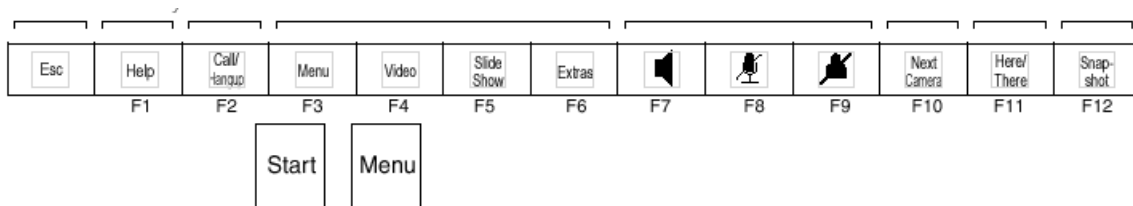*Note:* Wait at least 30 seconds before you turn the system on again.

FLIP

TIP SHEET

Dialing a Call – Point-to-Point & Multi-Point Calls

I Want To …		Keyboard Command
Launch call/address book screen or call status/hangup screen	**Call/Hang Up**	F2

The **Hand Dialer** allows you to make an ad hoc point-to-point or multi-point. When you select the **Hand Dialer**, the **ISDN** page is on top. Select the desired line speed (MAG calls are typically at 384) from the pull-down menu and enter your call number by clicking on the provided number pad, or from your keyboard. Backspace and reset are used if a wrong number is entered.